

# Construction Documentation

# Closeout Requirements Overview

- Construction Documentation
  - Defined in the Construction Manual Of Instruction
    - <http://www.udot.utah.gov/index.php/m=c/tid=644>
  - The UDOT Resident Engineer provides oversight
- Materials Documentation
  - Materials Acceptance Program
  - Independent Assurance Programs.
  - The Materials Manual of Instruction outlines both programs.
    - <http://www.udot.utah.gov/index.php/m=c/tid=644>

# Quality Assurance Program/ Construction Documents

- UDOT Manuals of Instruction
- Quality Assurance Program Requirements
  - *Acceptance Testing*
    - *Minimum Frequencies for Materials Acceptance Testing*
  - *Verification Testing*
  - *Independent Assurance Testing*
  - *Personnel and Laboratory Qualifications*

# Project Closeout Requirements

- Construction Checklist

- *Civil Rights Issues – Disadvantaged Business Enterprise (DBE) Requirements, payroll, prompt payment*
- *Change Orders – Detail regarding decisions and outcomes, appropriate signatures, and proper timing (i.e. before work is performed)*
- *Traffic Control Reports*
- *Pre-construction and Post-construction meetings and reports – detailed notes on discussions and decisions*

# Project Closeout Requirements

- Materials Checklist
  - *C-106 Form – Price Adjustments*
  - *C-196 Form – Materials Certification*
  - *T-348 Form – Materials Summary*
  - *Source Acceptance Testing*
  - *Materials Certifications*
  - *Personnel and Laboratory Qualifications*
  - *Independent Assurance Testing*
  - *Visual Inspection Reports*
  - *The Engineer should review and document personnel and equipment history*

## Miscellaneous Items

- Contractual Language
- Communication Lines/Requirements
- Document/Manual Updates

# Project Closeout Specific Issues

- *C-196*
- *Testing Documentation*
- *Visual Inspection Documentation*
- *Certified Materials*